



Building Review Branch: Updates & Reminders

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CP Submissions in the COVID Age

- The Services Centre is closed to the public... sort of
 - Cashier is open during business hours
 - Drop box at the door for hard copy submissions during business hours



- ✓ Transmittal must include permit number, project address, and recipient's name
- ✓ Incoming paper is quarantined for a full business day following the date of arrival – allow 2-3 days to get to the addressee
- Staff are actively working on a re-opening plan to allow limited customer interaction... stay tuned!



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CP Submissions in the COVID Age

- Staff are conducting virtual intakes with applicants
- Our ability to review submissions digitally varies
 - Technology available at home (monitor size, connection speed...)
 - Frequency in the office



- This is *not* how we had planned to “go digital”!
- Standards and processes still coming... and will be changing for a while.
- **Fasten your seatbelts!**

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CP Submissions in the COVID Age

Your piece of the airplane

- Applying seals
 - Digital documents must be digitally-encrypted using Notarius
 - Hard copies must be wet-sealed (*printed copies of digital seals are not accepted by the City*)
 - “Convenience copies” should be limited

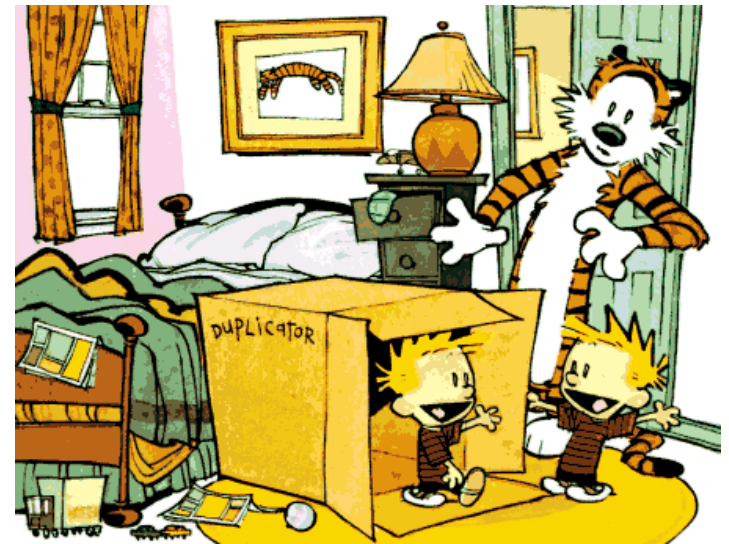


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CP Submissions in the COVID Age

Your piece of the airplane

- Submitting digitally
 - Let us know when something has been uploaded to POSSE
 - Don't duplicate submissions!
 - The maximum file size that can be uploaded to POSSE is now 300 MB
 - File names may not have commas
 - Documents should be separated into individual files



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CP Submissions in the COVID Age

Your piece of the airplane

- Drawing markups and other follow-up
 - We're hoping that we will soon be able to have in-person meetings again
 - Current process is for staff to do minor mark-ups on professionals' behalf
 - ✓ With original (wet-sealed or digitally-encrypted) written permission
 - ✓ Agree what is going to be changed
 - ✓ Mark-ups dated and initialed with a note "on behalf of ____"
 - ✓ Mark-ups and swapping out drawings are time-consuming for staff... find a balance with replacing sheets/sets
 - Virtual meetings are working well... we think? Suggestions welcome! They may be "the new normal".....

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And other things....

- The CP website has been updated and refreshed with new links and content

<https://vancouver.ca/home-property-development/certified-professional-program.aspx>

- Remember to update your bookmarks and reference current forms and info
- Don't miss....
 - Newsletters!
 - DCC form with Translink calculation!
 - Vancouver CP Manual v.3.0!
 - And more!



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And other things....

- We ❤️ technologists and support staff
- However....
- CPs *must* be the primary contact for all correspondence with the City
 - *Must* be present for all technical meetings/calls
 - *Must* be copied on all correspondence, technical or administrative
 - *Must* be the primary drivers and decision-makers on technical and process questions

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And other things....

- Addressing drawings
 - Provide a snapshot of your project prior to intake (flagging big issues early, appropriate assignment to staff, etc.)
 - Include parkade plans, roof plans, and all elevations
 - Submit a single package of drawings (not DP architectural plans + “addressing plans”)
 - Must be included in your POSSE application before the permit will be accepted
 - Make sure that address labels are clear and complete



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And other things....

- Landscape drawings
 - Development permits are issued with two extra copies of landscape drawings
 - Those *same two drawings* are meant to be submitted as the BP landscape drawings with the rest of the full construction stage submission
 - Remind your clients to retain the drawings for BP submission
 - ✓ If they go missing we can provide a PDF for re-printing (full colour required)
 - If landscape drawings change between DP issuance and final BP stage submission, submit new drawings for DP minor amendment and landscaping re-review – be sure to leave time for this process!
 - There may be changes coming to this process – **stay tuned**

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And other things....

- Occupancy permits

- Make sure the description on the OC application is *very clear* about what is proposed to be occupied...

especially for partials...

and most especially for multiple partials

- ✓ A summary of all spaces and anticipated occupancy permits at the beginning of the process is very helpful
- Advise your BRB team member well in advance of when you want occupancy so we can review and be prepared to clear
 - ✓ *Especially* partials – we don't know you've applied unless you tell us
 - ✓ We need to clear up our paperwork, check the OC project description for consistency with the BP, confirm there are no outstanding changes, etc.



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And other things....

- Final design drawings **versus** BP revision
 - They are *not* the same thing and don't serve the same purpose
 - Revisions are required for any changes during construction that affect...
 - ✓ Compliance with Part 3
 - ✓ Alternative Solutions
 - ✓ Interface with City streets or assets
 - ✓ Addressing (number, configuration, or occupancy of units)
 - ✓ Etc.....



- May also trigger a DP Minor Amendment
- If in doubt... ask!
- Don't wait until the last minute!



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